

Overview of Community Use of Public Facilities

Mission

The Office of Community Use of Public Facilities' (CUPF) mission is to maximize the community's use of schools and other public facilities and to identify and facilitate activities and programs that respond to the community's needs without disrupting the instructional program of the Montgomery County Public Schools or operations of the County government.

Core Functions

Facilitate Use of Public Schools

Facilitate Use of Government Facilities

Facilitate Placement of Before- and After-School Child Care

Support ICB

Activities

- Coordinate program with oversight of the Interagency Coordinating Board for Community Use of Public Facilities (ICB)
- Develop and maintain processes for identifying and coordinating use of the inventory; reserving space; addressing school, user and community concerns and needs; and reimbursing MCPS for community use impacts
- Increase community awareness with web presence, newsletters, community forums and other publications
- Liaison with other groups
- Facilitate equitable placements and resolve conflicts

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- Coordinate program with ICB Child Care Sub-Committee
- Develop and maintain processes for advertising and evaluating proposals by school site selection committees; provide training and technical assistance to selection committees
- Coordinate with school and State licensing agencies for placement
- Serve as liaison between providers and schools
- Oversee and administer annual placement agreements
- Mediate and resolve conflicts

- Prepare ICB meeting materials and facilitate quarterly meetings
- Provide information and policy recommendations to the ICB
- Alert ICB to emerging trends and politically sensitive situations
- Implement ICB policy, include developing budget, operational procedures and other mechanisms to support interagency collaboration
- Serve as ICB liaison with Council, County Executive, and community

Headline Performance Measures

• **Percentage of available indoor space scheduled for community use**

• **Percentage of available government building space scheduled for community use**

• **Percentage of school principals satisfied with the placement process**

• **Percentage of ICB Members satisfied with CUPF's support of ICB**

